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APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address State Department of Defense Georgia Army National Guard Office of the Chief of Staff 935 E. Confederate Ave., SE Atlanta, Georgia 30316	Application Number 77-52	
Application Number		Date Received JAN 19 1977	Date Completed JAN 26 1977
2. Person to Contact Anne E. Fowler		Working Title Secretary	Telephone Number 656-6296
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1968 to date		5. Records Series Title (followed by title used in office; if different) Chief of Staff's Policy and Precedent Letters File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The State Department of Defense is responsible for protecting citizens during natural disasters and for participating in the security, readiness, and defense of the State, and Nation in emergencies. The Office of the Chief of Staff coordinates and reviews the administrative, personnel, training, logistical, maintenance and public relations activities of the Georgia Army National Guard. It is responsible for formulating policies and for developing plans and procedures involving all of the above functional areas. Also it is the liaison with representatives of United States Army Headquarters and the National Guard Bureau.			
7. Record Series Description		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.	
Documents relating to:		establishing policy and precedent for future and continuing action.	
Included are:		statements of policy or precedent from United States Armed Forces Command, United States First Army, the National Guard Bureau, and the Adjutant General. Also included is the Chief of Staff's response, or action taken.	
File is arranged:		chronologically.	
8. Monthly Reference Rate		How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?	
9. Annual Rate of Accumulation of Records		Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____ 3 notebooks a year.	

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. File is considered "For Official Use Only".
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>3</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 3 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.*
- ☐ Other (Specify)

*These records are maintained as closed records when held in the office; therefore, the Archives should refer all requests to the Adjutant General. The Adjutant General will provide researchers with written permission for access to this records series.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Odell J. Denny</i>	12 Jan 77	<i>Arne E. Fowler</i>	12 Jan 77
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	
		State Auditor/Designee	<i>[Signature]</i> 1-25-77
		Secretary of State/Designee	<i>Carroll Hart</i> 1-24-77
		Attorney General/Designee	<i>[Signature]</i> 1-26-77